



CHRISTOPHER NEWPORT
UNIVERSITY

Associate Director of ITS Project Management & Operations

Christopher Newport University invites applications for the position of Associate Director of ITS Project Management & Operations. The position is responsible for management of critical ITS Projects, and oversight of centralized ITS functions including project management, business analysis, inventory, student staffing, and purchasing. The position will also manage business processes, personnel, and reporting for the PMO department. The Associate Director will assist in the planning and preparation of annual technology projects, standardized IT processes, and guide the IT project lifecycle. The successful candidate will collaborate with the ITS Leadership team to manage new and ongoing University initiatives, develop and maintain positive and professional relations, and fully support the "Student First" value at CNU by routinely going the extra mile in providing service.

A Master's Degree in Information Technology, Business Administration or related field; or a Bachelor's degree in Information Technology, Business Administration or related field and work experience that equates to an advanced degree is required. The successful candidate must have significant experience with growing IT project management and change management across large, diverse stakeholder groups (including the development and implementation of new standards and redesigned processes); experience developing and managing staff; extensive experience analyzing business needs and evaluating detailed technological solutions; solid technical understanding of authentication services, networking, software management tools, and office collaboration suites; excellent communication skills (both written and verbal), specifically the ability to share knowledge effectively, succinctly articulate business impacts, translate technical information into non-technical terms, and concisely 'storyboard' complex problems and solutions; IT project scoping and management skills for both large and small efforts, including, specifically: visioning, goal setting, current state assessments, gap and impact analyses, options /hypotheses development and analyses, high level and detailed design and implementation planning, actual implementation, and performance management and benefits tracking where needed; leadership skills, including the ability to lead internal change effectively, attract and retain talent, respect others, build rapport across teammates and stakeholders, develop/mentor/motivate others, demonstrate and foster meaningful collaboration; demonstrated ability to successfully manage complex projects with multiple stakeholders; possess a thorough understanding of project management tools, techniques, and approaches; strong organizational and time management skills; proven ability to model professional integrity and behavior. Preference will be given to individuals who have completed coursework in Information Technology; hold the Certified Associate in Project Management (CAPM) and / or Project Management Professional (PMP) certification; proven successful experience in project completion of significant IT projects in a variety of technical areas (Networking, Development, Technical Support, Academic Computing, and Systems); IT management experience in higher education; experience with Google's G Suite Collaboration tools and Microsoft Office; experience working in a heterogeneous technology environment, including Microsoft and Apple products; and possess the ability to effectively negotiate project scope and timelines with business units and stakeholders.

Selected by The Princeton Review to be included in The 381 Best Colleges: 2017 Edition, Christopher Newport University is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A "student-first, teaching-first" community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,100 students. Academic programs at CNU encompass more than 90 areas of study, from biology to business administration and political science to the performing arts. The University has recently completed over \$1 billion in capital construction on its 260-acre campus, generated over 7,000 applications for a freshman class of 1,290 and has been ranked by U.S. News & World Report's America's Best Colleges guide as fourth among public regional universities in the South and 11th among all regional universities in the South. In addition, CNU is ranked third among all public schools for having "the highest proportion of classes with fewer than 20 students." Christopher Newport University is committed to ensuring that all people are welcomed, honored and fully engaged in the life of our academic community. We seek exceptional and diverse candidates and encourage applications from individuals who are underrepresented in their profession. For further details and information about Christopher Newport, visit www.cnu.edu.

Interested parties are requested to submit a cover letter; current resume; and the names, addresses, and telephone numbers of at least three professional references to:

Director of Faculty Recruitment
Associate Director of ITS Project Management & Operations
Search # 7020
Christopher Newport University
1 Avenue of the Arts
Newport News, VA 23606-3072
Or facultyrecruitment@cnu.edu.

Review of applications will begin **May 14, 2018**.
Applications received after **May 14, 2018** will be accepted but considered only if needed.
Search finalists are required to complete a CNU sponsored background check.

Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.